



CITY OF LONG BEACH DEPARTMENT OF THE CITY CLERK INVITES APPLICANTS FOR THE POSITION OF CITY CLERK SPECIALIST

The Long Beach City Clerk Department is offering the opportunity for a dynamic individual as a City Clerk Specialist.

THE POSITION:

The City Clerk Specialist, under the direction of the City Clerk Bureau Manager, provides technical and analytical support in the areas of legislative and election processes and applications, including primary support to the City Council by operation of the legislative information management system, the citywide records system, the elections information management system, and the Citywide financial systems in the City Clerk Department.

EXAMPLES OF DUTIES:

- Attends meetings and provides legislative staff support to the City Council, standing committees, commissions, boards, and advisory committees.
- Operates applications within the legislative information management system to index and process all City contracts and amendments filed with the City Clerk.
- Operates applications within the elections information management system and Geographic Information System to prepare election-cycle information.
- Interfaces with elected officials, City department representatives, community leaders and the general public by providing information and other assistance.

QUALIFICATIONS

Ideal candidate will possess:

- Excellent written and verbal communication skills; analytical and problem-solving skills
- Excellent proofreading skills; maintains a high accuracy rate and is detail-oriented
- The ability to "see the whole picture" as well as work on the specific parts of projects and issues
- Strong desire to provide customer service, be a team player and actively contribute to the department
- Strong organizational skills and multi-tasking skills; embraces change with enthusiasm and flexibility
- The ability to welcome constructive feedback
- Excellent skills in the use of technology and computer applications, including specialized systems
- Strong initiative with the ability to be effective and work in a team-oriented, collaborative work environment as well as capable of working independently
- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Practices and principals relating to computer hardware, software, databases and office productivity software.

MINIMUM REQUIREMENTS

A Bachelor's degree in Public Administration or a related field and two years of experience in a public agency; or six years of increasingly responsible elections, legislative, and administrative support experience at the level of Administrative Assistant or equivalent; or any combination of training, education, and experience that would provide the required knowledge and abilities.

SELECTION PROCEDURE

Resumes are required and will be reviewed for relevance, depth and breadth of experience and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. **Resumes will be accepted until 4:30 p.m., Friday, February 11, 2005. Submit resume to:**

**LONG BEACH CITY CLERK
333 WEST OCEAN BLVD., PLAZA LEVEL
LONG BEACH, CA 90802**

The Long Beach City Clerk Department provides staff support for the Long Beach City Council and various boards, commissions, and committees, as well as the conduct of municipal elections. There are 19 full time employees with an annual operating budget of \$3.5 million.

The Specialist position is the mid-level position in the Department. The salary is \$43,359 to \$58,923 per year, depending upon qualifications. Placement is normally below the midpoint with increases based on a merit pay plan.